

State of Tennessee
Department of Children's Services (DCS)
Records Retention
Alphabetical Order by Record Series Title

Administrative Records

<u>RDA Number</u>	<u>Records Title and Description</u>
2851	Closed DCS Security Access Files Approved: December 20, 2000 DESCRIBES FORMER STATE, CONTACT AND CSA EMPLOYEES' ACCESS RIGHTS TO DCS AND OTHER STATE AGENCIES' APPLICATIONS.
Disposition	THE FILES ARE TO BE CUT OFF MONTHLY BY REVOCATION DATE THEN, MAINTAIN IN AGENCY THREE (3)YEAR(S); THEN DESTROY.
2888	Food Services Program Files Approved: December 6, 2001 FOOD SERVICE PROGRAM INFORMATION ON MINIMUM DIETARY REQUIREMENTS, FISCAL EXPENDITURES, NUMBER OF MEALS SERVED ETC., AT RESIDENTIAL TREATMENT FACILITIES.
Disposition	THE FILES ARE TO BE CUT OFF AT THE END OF EACH FISCAL YEAR THEN, MAINTAIN IN AGENCY SIX (6) YEAR(S); THEN DESTROY.
2925	Internal Affairs Investigative Reports Approved: October 15, 2002 ORIGINAL INVESTIGATIVE CASE FILE RECORDS OF COMPLETED REPORTS OF STAFF/STUDENT ALLEGATIONS OF EMPLOYEE MISCONDUCT, CRIMINAL ACTIVITY, DCS POLICY OR PROCEDURE VIOLATIONS, CHILD ABUSE, USE OF FORCE, STATEMENTS, AFFIDAVITS AND EVIDENCE.
Disposition	THE FILES ARE TO BE CUT OFF AT THE END OF EACH CALENDAR YEAR THEN, MAINTAIN IN AGENCY TWENTY (20) YEAR(S);THEN DESTROY.

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2926 **National Criminal Information Check (NCIC)**

Approved: October 15, 2002

FINGERPRINT CRIMINAL BACKGROUND CHECK OF ALL CHILD CARE PROVIDERS CONDUCTED THROUGH THE FEDERAL BUREAU OF INVESTIGATIONS (FBI) AND TENNESSEE BUREAU OF INVESTIGATIONS (TBI).

Disposition THE FILES ARE TO BE CUT OFF AT THE END OF EACH CALENDAR YEAR THEN, MAINTAIN IN AGENCY FIVE (5) YEAR(S); THEN DESTROY.

2899 **Safety Program Files**

Approved: March 8, 2002

FIRE AND OCCUPATIONAL SAFETY PROGRAM INFORMATION, I.E., EVACUATION AND CONTINGENCY PLANS, FIRE EXIT DRILLS, SPECIALIZED INSPECTIONS, TRAINING, MEMOS, STATE AND LOCAL COMPLIANCE NOTICES, ETC., FOR DCS FACILITIES.

Disposition THE FILES ARE TO BE CUT OFF AFTER THREE (3) YEAR ACCREDITATION CYCLE THEN, DESTROY AFTER ACA AUDIT.